

Project Name: Disability Insurance Automation Project

OCIO Project #: 7100-192

Department: Employment Development Department

Revision Date: 7/31/09

Status Report

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Approval of SPR delayed at LWDA.	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 60 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Were any key milestones or deliverables rescheduled?	Yes	See above	See above	See above
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See above	See above	See above
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 60 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See above.	See above.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See above.	See above.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during this reporting period.

- DIA SPR in concurrent review at LWDA and OCIO.
- Revised ITPP in review at DGS and is pending approval of the SPR.
- Section 11 in review at LWDA.
- FY 2010-2011 Budget Change Proposal sent to Fiscal Programs Division for finalization.
- Development and review of the DIA SI vendor contract Standard Agreement, STD 213 continues.
- Remaining minor work continues for reconfiguration of the workspace.
- Discussions continue between EDD branches, Unisys and Impressions technology regarding long-term needs for document imaging at the Document and Information Management Center.
- The Workload Distribution Workgroup continues to meet to resolve open questions.
- The Project Team conducted DICO Stakeholders' Contributions Meetings with the Office of the Medical Director, Voluntary Plan Section, Field Operations Division, and Quality Control Section.
- The Project Team conducted DIA Forms Stakeholder Meetings.
- Team began identifying and documenting business rules for several Use Cases.
- The Project Team held various meetings with EDD Branches.
- Work continues on state staff hiring and orientation.
- Work continues to develop the new schedule for the Design, Development, and Implementation (DDI) Phase of the DIA Project.
- Work continues to develop the deliverables tracking processes and system for the DIA vendor contracts.
- DIA Project 2nd Quarter 2009 Bulletin was published.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
Evaluation of Draft Proposals	7/25/08		Done		7/20/08
Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08
Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09

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SPR Approved by Control Agencies	1/5/09	8/15/09	Pending	PCC 6611 negotiations were entered into with bidder to reduce costs to the state. SPR was submitted April 28th. LWDA is reviewing SPR and OCIO is pre-reviewing draft.	
Contract Finalized; Contractor On Board	7/1/09	10/1/09	Delayed	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 60 workdays.	
IV&V for DDI On Board	5/27/09	10/1/09	Delayed	IV&V RFP release cannot occur until SPR is approved. No impact to implementation date.	
Pay Point 1: Design Documentation Release	9/30/09		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pre-Production Release 1	7/31/10		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 2: External Web Paid Family Leave (PFL) Claims	9/30/10		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 3: Internal Graphic User Interface (GUI) Custom Conversion	9/30/10		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pre-Production Release 2	2/28/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 4: External Web for Claimants/Medical Providers and Expanded Internal GUI for Initial Claim Intake	4/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 5: External Web for Employers/ Voluntary Plan	4/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pre-Production Release 3	8/15/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	

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Pay Point 6: Automated Claim Processing	9/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 7: Scanned Forms	9/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 8: Business Intelligence	9/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 9: Remaining Use Cases	9/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Production Release	9/30/11		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Pay Point 10: DIA System Acceptance	1/31/12		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Document Management System (not System Integrator (SI) vendor) Contracted Work Complete	2/29/12		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Productive Use Warranty	4/30/12		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Contract Closeout	6/30/12		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
EDD Project Closeout	6/30/12		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	
Post Implementation Evaluation Report (PIER)	6/30/13		Delayed	Revised key milestone dates require negotiation with vendor and DIA.	

Project Name: Disability Insurance Automation ProjectOCIO Project #: 7100-192Department: Employment Development DepartmentRevision Date: 7/31/09**Status Report****Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

Status Reports – Sponsor to Steering Committee**Summary Milestones and Highlights**

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
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* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	

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8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			1

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Vendor met all Administrative Requirements and Corporate Reference Requirements in the RFP.